Operating Successful SES Programs:
An LEA Perspective

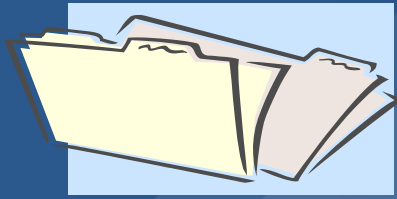Mary Brandt

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Setting Up SES with LEAs

- Have your district representative attend the LEA provider meeting

- Train district coordinators for SES

- Have enough tutors ready to tutor

- View the LEAs as working partners

- Know that the LEA appreciate your help

Required Paperwork

- Turn in all required paperwork BEFORE you can start services (see list)

- Send in student agreements PRIOR to invoices

- Inquire about facilities use fees and policies

Communication

- Communicate all of the LEAs' expectations to your tutors

- Give LEAs current staff contact numbers

- Make 3 attempts to meet with parents PRIOR to doing a verbal agreement

- Attempt to return LEAs' phone calls daily

Communication

- Communicate with schools about start and end dates

- Communicate attendance with parents daily

- Report issues to LEAs daily

Getting Ready to Start

- Attend school fairs if you plan to service that school. Bring a translator.

- Canvass for the number of students you are capable of servicing

- Be aware of school boundaries when canvassing

- Align curriculum with Common Core Standards

Getting Ready to Start

- Set up transportation needs with parents PRIOR to the first session

- Make tutors aware of school policies

- Train tutors in curriculum, instruction, behavior management, and engagement techniques

Getting Ready to Start

- Have all SES personnel wear ID badge and carry fingerprint clearance cards while on campus

- Monitor the school calendar

Student Services

- Make student goals reasonable and attainable

- Start services by the given start date to ensure students get the full benefit of allotted hours

- Make sure tutors monitor students at all times before, during, and after sessions

Student Services

- Ensure tutors are cognizant of school hours

- Have tutors report issues to school personnel

- Have substitute tutors available for absences

- Provide engaging curriculum and instruction

- Monitor tutors by making regular site visits

Reporting Progress

- Send progress reports to parents monthly

- Send progress reports to LEAs monthly

Purchase Orders and Invoicing

- POs usually have very specific language. Be sure to read them carefully.

- POs may list the specific students for service. You may not substitute one student for another.

- Student agreements need to be completed and submitted before payment can be authorized

Purchase Orders and Invoicing

- Pay close attention to the start and end dates for services and the expiration date of the PO

- Violating the terms of the PO may mean you will not receive payment or some portion of payment for services.

- Monitor attendance and PPA. LEAs are not responsible for doing this for you. Keep a spreadsheet.

Purchase Orders and Invoicing

- Include a spreadsheet with student name, school, and daily billing hours with your monthly invoice

- Assessments should be billed as tutoring hours unless the LEA specifies otherwise

- BILL MONTHLY

Questions